



JOB POSTING

UNCLASSIFIED APPOINTMENT (UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER: HR-0126 **ISSUE DATE:** December 9, 2014
TITLE: Auditor 2 **CLOSING DATE:** December 23, 2014
DIVISION / UNIT: Sandy Recovery Division **SALARY RANGE:** P23: \$56,408.42 - \$80,018.75
LOCATION: 101 South Broad Street
Trenton, NJ (position may relocate to Monmouth County, NJ in the future)
POSITIONS: 8 **DISTRIBUTION:** STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under direction of supervisory official, conduct internal and external audits related to Community Development Block Grant-Disaster Recovery (CDBG-DR) program funds. Apply knowledge of specialized audit procedures and requirements related to billions of dollars in Federal disaster recovery funds. Responsible for auditing and/or investigation tasks to determine compliance with federal and state regulations pertaining to Sandy Recovery funds. Conducts audits of financial transactions and records to ensure accuracy and legitimacy of transactions.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credits hours in accounting.

EXPERIENCE: Two (2) years of accounting or auditing experience.

NOTE: Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey Board of Accountancy may be substituted for the Bachelor's degree.

NOTE: Applicants who have successfully completed the required twenty-one (21) semester hour credits in accounting, but who do not possess a Bachelor's degree, may substitute additional experience as indicated on a year-for-year basis (30 credit hours is considered equal to one (1) year of college).

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0126
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer